

Joint Operating Committee

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REGULAR MEETING OF WESTERN MONTGOMERY CAREER & TECHNOLOGY CENTER

Monday, June 3, 2024

7:00 PM in the Board Room

AGENDA

1. Call to Order

- A. Pledge of Allegiance to the Flag
- B. Attendance/Roll Call
- C. Executive Meeting

2. Approval Minutes from 5/6/2024

- A. Approval of JOC Minutes of May 6, 2024 Meeting. ([Attachment A](#))

Motion by _____, seconded by _____ to approve the JOC Meeting Minutes from May 6, 2024.

3. Presentations

- A. Student Staff Survey Results 2023/2024 School Year ([Attachment B](#)) ([Attachment C](#))
- B. 2023-2024 School Safety and Security Survey ([Attachment E](#))

4. Public Comment to Address Agenda Items Only

5. Discussion Topics

6. WMCTC Reports

A. Administrative Reports

- 1. Administrative Director (Mr. David Livengood)
- 2. Business Manager (Mrs. Donna Wilson)
- 3. Principal (Mr. Craig Robinson)

B. Important Dates

- | | |
|-------------|---|
| 1. June 6 | Last Student Day |
| 2. June 7 | In-Service Day, Last Teacher Day, Trade-Off Day |
| 3. July | No JOC Meeting |
| 4. August 5 | JOC Meeting |

7. Additional Reports

- A. Superintendent of Record (Mr. Robert Rizzo)
- B. Solicitor's Report (Mr. Marc Davis, Esq.)
- C. Board Secretary's Report (Mr. JP Prego)
- D. Other Advisory Groups
 - 1. Personnel - Erica Hermans, Jay Strunk, Keith McCarrick
 - 2. Policy - Patti Grimm, Heidi Goldsmith, Sarah Beiber
 - 3. Facilities - JP Prego, Karen Weingarten, Charles Nippert
- E. Student Awards
 - 1. Senior Awards & Recognition
 - A. Pottsgrove ([Attachment PG](#))
 - B. Spring-Ford ([Attachment SF](#))
 - C. Upper Perkiomen ([Attachment UP](#))

8. Personnel

- A. Resignation
 - 1. Effective June 7, 2024, a letter of resignation was received on May 20, 2024, from Mrs. Erin Romberger, Sports Medicine Instructor.
- B. Salaries
 - 1. The Administration recommends approving the Administrative and Support Staff salaries for the 2024-2025 school year.
- C. Hiring Authority
 - 1. The Administration recommends authority be granted to the Superintendent of Record of Western Montgomery CTC and Administrative Director to appoint qualified personnel to a vacant teacher, support, and other positions as needed during the period of June 4, 2024, until the next regularly scheduled JOC meeting on August 7, 2023.
- D. Supplemental Contracts
 - 1. The Administration recommends approving supplemental contracts for Candice Landis and Julia Powers, School Counselors, for approximately 5 days, no more than forty hours each, at \$44.88 per hour per Teacher's Contract, for the summer of 2024- 2025 school year, to manage admission concerns and respond to student needs over the summer.

2. The Administration recommends approving a supplemental contract for Barb Muller for no more than twenty-five hours over the summer at \$44.88 per hour per Teacher’s Contract for the 2024-2025 school year to coordinate with Co-Op employers.
3. The Administration recommends approving a \$2,000 stipend for Cindy Prindle as Perkins Coordinator for the 2024-2025 school year.
4. The Administration recommends approving a supplemental contract for Donald Bray and William Soleau, no more than 100 hours each, at \$44.88 per hour per Teacher’s Contract, for the Summer Starting in July of the 2024-2025 school year, to install new cabinets and set up Hunter equipment in our automotive program.
5. The Administration recommends approving a supplemental contract for Harry McGinnis, no more than 100 hours, at \$44.88 per hour per Teacher’s Contract, for the Summer Starting in July of the 2024-2025 school year, to install new lights in our Diesel and Welding programs under the supervision of Chad Heffner our Maintenance Director.
6. The Administration recommends approving a supplemental contract for Phil Mest, no more than 100 hours, at \$44.88 per hour per Teacher’s Contract, for the Summer Starting in July of the 2024-2025 school year, to do preventative maintenance on the HVAC rooftop units under the supervision of Chad Heffner our Maintenance Director.

Motion by _____, seconded by _____ to approve Personnel motions A - D as presented.

9. Finance

A. Approval of Cash Receipts and List of Bills ([Attachment F](#))

Motion by _____, seconded by _____ to approve Finance motion A as presented.

B. Administration seeks approval for the 2024-2025 WMCTC Proposed Budget Scenario 1-Base ([Attachment G](#))

Motion by _____, seconded by _____ to approve Finance motion B as presented.

C. Budget Transfers

1. The Administration recommends approving the necessary 2023-2024 budget transfers to become part of the June 3, 2024 meeting minutes as determined by the Business Administrator upon completion of the audit; payment of properly contracted services through June 30, 2024; and acceptance of non-resident

tuition for secondary students for the 2024-2025 school year upon receipt of the required documentation from the non-participating school district.

D. Bills

1. The Administration recommends approving paying WMCTC bills to the extent that the payments reflect a budgeted expense. This will include purchases related to any current grant following all quote and bid guidelines required by the grant. Any action taken by the Administrative Director/Superintendent of Record in accordance with this authorization shall be deemed to be the action of this JOC. Such action shall be confirmed by the JOC at the August 5, 2024, JOC meeting.

Motion by _____, seconded by _____ to approve Finance motions C & D as presented.

10. Policies

- A. Second Reading - 903 - Public Comments ([Attachment H](#))

Motion by _____, seconded by _____ to approve JOC Policy A as presented.

11. Other Action Items

- A. The Administration recommends approving the Local Advisory Committee Membership List for 2024-2025. ([Attachment I](#))
- B. The Administration recommends approving the Perkins Memberships List for 2024-2025. ([Attachment J](#))
- C. The Administration recommends approving the Fox Rothschild Retainer Agreement for Solicitor for the 2024-2025 school year at the rate of \$3,850 per quarter. ([Attachment K](#))
- D. The Administration recommends approving the 2024-2025 C-CAP Philadelphia agreement with WMCTC. ([Attachment L](#))
- E. The Administration recommends approving the painting agreement with PR Painting for Cosmetology in June (\$15,197.50) and Health and P.E., Culinary, Computer Lab, Lobby, Diesel Shop Locker Room, Transportation Computer Lab, and Autoshop, to be completed in July (\$35,141.50). ([Attachment M](#))
- F. The Administration recommends approving the Charlestown Landscaping contract for \$27,317 from July 1, 2024, to August 1, 2025. ([Attachment N](#))

Motion by _____, seconded by _____ to approve Other Actions A-F as presented.

12. Board Comment

13. Public Comment

14. Adjournment

Motion by _____, seconded by _____, to adjourn the JOC meeting.